

**MAY 20, 2008**  
**ADULT THERAPEUTIC FOSTER HOMES WORKGROUP**  
**MEETING SUMMARY**

The workgroup reviewed the minutes from the previous workgroup meeting and the changes made to the rules from the last meeting. The group was satisfied with the changes made to the rules.

The workgroup reviewed rules R9-20-1518 through R9-20-151524.

**R9-20-1518 - Required Reports**

The group discussed the need for the treatment team to be notified of incidents that take place at the adult therapeutic home or that involve an adult therapeutic client. A provision will be added that requires the licensee to verbally notify the treatment team to document that notification.

**R9-20-1519 through R9-20-1521**

The group reviewed the above sections and there were no questions or issues within these sections.

**R9-20-1522(A)(5)(a) - Hot water temperature**

A workgroup member asked about the requirement that hot water provided for client use be maintained at between 90 and 120 degrees. The member felt that 120 degrees may be dangerously hot. This provision will be considered by the Department to see if it should be revised.

**R9-20-1522(B) - Compliance with Smoke Free Arizona**

A workgroup member indicated that it is extremely difficult for some Adult Therapeutic Home licensees to comply with Smoke Free Arizona. In particular, it is difficult to comply with the distance requirements in the Act. There may not be a place where clients and household members can smoke 20 feet from the doors of the home.

**R9-20-1522(C)(1)(b)(i) - Bedroom arrangements**

A workgroup member also asked if the rules permit a client to share a bedroom with a member of the family. Johnnie replied that the rules do permit this arrangement.

**R9-20-1522(C)(6)(c) - Writing surface for client's use**

The workgroup discussed the specifics of the requirement that the licensee provide the client a "writing surface." Johnnie explained that the licensee should provide the client with some sort of horizontal surface for writing, such as a folding TV tray or a lap desk. A workgroup member asked if there must be room for the client to write. This workgroup member had been cited despite the presence of a dresser with a horizontal top in the client's bedroom. The group discussed that not all clients may need a place to write, possibly because a client is unable to write. The rule will be updated to require this surface according to the client's needs or the client's treatment plan.

**R9-20-1522(I) - First Aid Kit requirements**

The workgroup discussed that the requirements for the contents of the household's first aid kit are unclear.

Some workgroup members had had previous difficulties in complying with the requirement that resealable plastic bags be included in the first aid kit. The rules are not clear as to the required number of bags. The Department will revise the draft rule to include more specific requirements for plastic bags.

#### **R9-20-1523(B) - Fire Drill Requirements**

A workgroup member asked about the requirement that licensee conduct a fire drill at least once every three months. This requirement has previously been enforced to require a fire drill on each shift within the three months. Adult Therapeutic Homes do not generally have shifts. However, Johnnie explained that it is the Department's expectation that fire drills are held at various times during the day and night. A home should have at least one fire drill during sleeping hours and one during daylight hours. The Department will consider revising the draft rule to clarify the Department's expectations.

#### **R9-20-1524(A)(2) - Dietary Guidelines**

A workgroup member asked if the rules require that the licensee have a copy of the Dietary Guidelines at the home. The guidelines should be available at the home but they may be available electronically.

#### **R9-20-1524(A)(4) - Therapeutic Diets**

The group also discussed the requirement that the licensee have a therapeutic diet manual at the home. The group agreed that it may not always be necessary for the licensee to have such a manual. Instead, the licensee may use guidance or direction from the physician who prescribed the therapeutic diet.

The group concluded the meeting with a discussion of the rulemaking process and the next steps for this rulemaking.